



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LICENSED VOCATIONAL NURSE – Part-time (Multiple Positions)
Posting Number	PN# 109101
Department	Health & Human Services Department
Division	Communicable Disease
Section	Immunization Program
Reporting Location	8000 N. Stadium Dr. 5 th floor *
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES
Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

- CORE FUNCTIONS**
- Interviews clients, obtains pertinent health history and documents history. Obtains accurate measurements, assists with examinations.
 - Administers and issues medications.
 - Performs inventory on vaccines and other medications monthly or as needed; maintains adequate supply of biologicals, supplies and maintains accurate tally of vaccines administered.
 - Performs record reviews and other quality improvement activities.
 - Performs follow-up on clients and documents action taken.

WORKING CONDITIONS
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

MINIMUM EXPERIENCE REQUIREMENTS
One (1) year of nursing experience is required.

MINIMUM LICENSE REQUIREMENTS
Must have a current vocational nursing license from the State of Texas.

- PREFERENCES**
- Bilingual (English/Spanish) skills preferred.
 - Candidate must be willing to work flexible hours, including days/evenings and weekends occasionally.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION **GENERAL FUNDED POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:
Salary Range - Pay Grade 12
\$800- \$1,415 Biweekly \$19,916 - \$33,358 Annually

OPENING DATE February 22, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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